

MADERA COUNTY

COUNTY ADMINISTRATIVE OFFICER

DEFINITION

Under administrative direction of the Board of Supervisors, to plan, organize, direct, and coordinate the budget preparation and management, purchasing, personnel, risk management, employee benefits, central services, information systems, LAFCO, legislative review, and general administrative functions, programs, services, and activities of the County; to develop and prepare recommendations on a variety of administrative matters and functions; to perform related administrative duties as delegated and directed by the Board of Supervisors; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over management, professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Attends Board of Supervisors meetings to provide information and make recommendations and suggested changes on County related matters and functions; implements directives, policies, and goals of the Board of Supervisors; provides direction, coordination, and goals for County Departments on a variety of items; develops, oversees, implements, and monitors the County budget and revenue projections; make specific recommendations on the approval or disapproval of department budget requests; maintains day-to-day responsibility for the administrative functions and delegated responsibilities of the Board of Supervisors; oversees the functions and provides general direction for the activities under the responsibility of the County Administrative Officer including purchasing, personnel, risk management, employee benefits, central services, information systems, LAFCO, and other assigned functions; selects, directs, supervises, trains, and evaluates assigned staff; represents the Board of Supervisors and the County of Madera on various County related matters; makes presentations to various Boards, Councils, Commissions, community service organizations, and other public groups on the behalf of the County; answers public questions concerning County functions and activities; coordinates, suggests, and directs various legislative activities with elective representatives; performs the duties of the Local Agency Formation Commission Executive Officer; provides information and direction to labor negotiators; performs assignments and duties as directed by the Board of Supervisors; directs, prepares, oversees, and recommends a variety of analytical studies and reports.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of local government administration and policy establishment.
Fiscal administration, including budget preparation, expenditure control, and revenue projections.

Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Data processing uses and applications.

Organization of County government and functions of each department.

Principles and techniques of management and program administration.

Principles and practices of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Provide central coordination and administration for a variety of County functions and activities.

Supervise, train, and evaluate the work of assigned staff.

Effectively carry out and represent the policies established by the County Board of Supervisors.

Develop and present recommendations on County services and governmental administration.

Direct, review, and administer the establishment of the County budget.

Implement effective fiscal control of County budget expenditures.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare clear, concise, and comprehensive financial and administrative reports.

Prepare and deliver effective oral presentations.

Effectively represent the County Board of Supervisors and government functions to other government organizations, community groups, and the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Seven years of increasingly responsible management experience which includes experience in local government administration.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business management, or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Effective Date: May, 1995